

Using Jama

A Guide for Document Reviewers



Section 1

Obtaining a URS Account

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If you already have a URS account, proceed to Section 2

Step 1: Link to EOSDIS Website

<https://earthdata.nasa.gov/>

The screenshot displays the NASA Earth Observing System Data and Information System (EOSDIS) website. The top navigation bar includes links for DATA, Data Discovery, Data Centers, Community, and Science Disciplines. A 'Login with URS!' button is located in the top right corner. The main header features the NASA logo, the EOSDIS logo, and a search bar with a green 'Search' button. Below the header, a secondary navigation bar lists links for About EOSDIS, Data, Our Community, User Resources, Labs, Wiki, and Register. The left sidebar, titled 'DISCOVER DATA & SERVICES', contains four main sections: 'Data and Service Access Client' (with a key icon and 'Reverb' link), 'Dataset Directory' (with a folder icon and 'GCMD' link), 'Search & Order Tools' (with a magnifying glass icon), and 'EOSDIS Data Service Directory' (with a wrench icon). The main content area features a 'WORLDVIEW' map interface showing a satellite view of the Arctic region with a color-coded overlay representing sea ice concentration. A legend on the left of the map indicates 'Sea Ice Concentration, 12km' with a color scale from 1% to 100%. Below the map, a section titled 'New Products in the Global Imagery Browse Services' provides information about new products like AMSR-E Sea Ice and Blue Marble: Next Generation, available in various map projections. A timeline at the bottom of the page shows years from 2003 to 2006, and a pagination bar at the very bottom indicates page 1 of 6.

Step 2: Choose “Register”

The screenshot displays the NASA EOSDIS (Earth Observing System Data and Information System) website. The top navigation bar includes links for DATA, Data Discovery, Data Centers, Community, and Science Disciplines. A 'Login with URS!' button is located in the top right corner. The main header features the NASA logo, the EOSDIS logo, and a search bar with a 'Search' button. Below the header, a secondary navigation bar contains links for About EOSDIS, Data, Our Community, User Resources, Labs, Wiki, and Register. The 'Register' link is circled in red, and a yellow arrow points to it. On the left side, a sidebar titled 'DISCOVER DATA & SERVICES' lists several options: Data and Service Access Client (Reverb), Dataset Directory (GCMD), Search & Order Tools, and EOSDIS Data Service Directory. The main content area shows a 'WORLDVIEW' map interface with a 'Sea Ice Concentration, 12km' overlay. Below the map, there is a section titled 'New Products in the Global Imagery Browse Services' with a brief description of the GIBS products and a 'more information' link.

DATA Data Discovery Data Centers Community Science Disciplines

Login with URS!

NASA EOSDIS
NASA'S EARTH OBSERVING SYSTEM
DATA AND INFORMATION SYSTEM

Search

About EOSDIS Data Our Community User Resources Labs Wiki **Register**

DISCOVER DATA & SERVICES

- Data and Service Access Client (Reverb)
- Dataset Directory (GCMD)
- Search & Order Tools
- EOSDIS Data Service Directory

WORLDVIEW

Active

Base Layers

- Land / Water Map (OpenStreetMap (license))

Overlays

- Sea Ice Concentration, 12km (NOAA / AMSR-E)

New Products in the Global Imagery Browse Services

The Global Imagery Browse Services (GIBS) has added two new products, AMSR-E Sea Ice and Blue Marble: Next Generation. These products are now available in Geographic, North Polar Stereographic, South Polar Stereographic, and Web Mercator projections. Visit the GIBS Blog for more information.

YEARS 2003 2004 2005 2006 1 2 3 4 5 6

Step 3: Enter Required Information

Fill in required
Fields

Scroll Down



The screenshot shows the URS registration page. At the top is a blue header with the URS logo and a REGISTER button. Below the header is a section titled 'Register for a URS Account'. The form is divided into two sections: '1. User Account Details' and '2. User information'. In the first section, there are three required fields: USERNAME, PASSWORD, and PASSWORD CONFIRMATION. A yellow box provides password requirements: minimum 8 characters, one uppercase letter, one lowercase letter, and one number. In the second section, there are four required fields: FIRST NAME, LAST NAME, MIDDLE INITIAL, and E-MAIL. Red arrows point from the text 'Fill in required Fields' to each of these six fields. A blue arrow points down from the text 'Scroll Down'.

URS REGISTER

Register for a URS Account

1. User Account Details

USERNAME: *
PASSWORD: *
PASSWORD CONFIRMATION: *

* Required field
Password must be a minimum of 8 characters and contain:
▪ One Uppercase letter
▪ One Lowercase letter
▪ One Number

2. User information

FIRST NAME: *
LAST NAME: *
MIDDLE INITIAL:
E-MAIL: *

Step 3 continued

Fill in required
Information

Step 4:
REGISTER

The screenshot shows a registration form with two main sections: '3. Contact information' and '4. Affiliations'. Red arrows point from the 'Fill in required Information' text to the 'COUNTRY' dropdown and the 'AFFILIATION' dropdown. A yellow arrow points from the 'REGISTER' text to the 'Register for URS' button.

3. Contact information

ADDRESS 1: ADDRESS 2:

ADDRESS 3: CITY:

STATE/COUNTY/PROVINCE: ZIP:

COUNTRY: *

PHONE:

FAX:

4. Affiliations

AFFILIATION: *

STUDY AREA:

USER TYPE:

Section 2

Using Jama

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Leaving Feedback

Step 1: Log in

Go to: <https://rms.earthdata.nasa.gov/>

- Enter Your URS Username and Password in the Space Provided



The collaborative way to succeed with requirements management.

Version: 4.2.4 r4f38a58

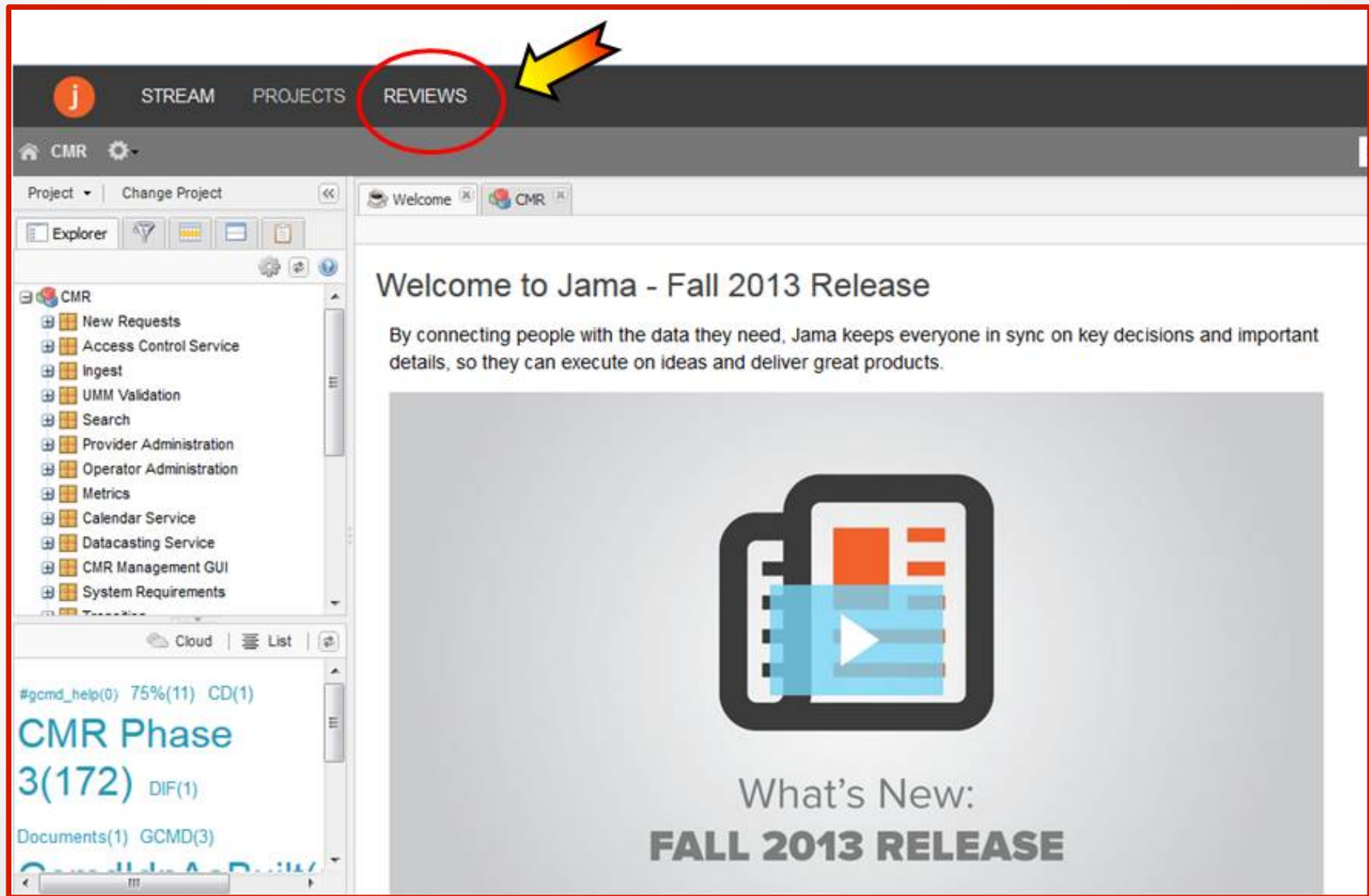
Build date: 2013/11/22 15:45

www.jamasoftware.com

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Username	<input type="text" value="Enter network login username"/>
Password	<input type="password" value="Enter network login password"/>
<input type="checkbox"/> Remember Me	
<input type="button" value="Login"/>	

Step 2: Choose “Reviews”



Step 3: Select a Review

The screenshot displays the 'My Reviews' section of the EOSDIS web application. The interface includes a top navigation bar with links for 'STREAM', 'PROJECTS', and 'REVIEWS'. The user is logged in as 'Ell Paul' and can access 'Help' or 'Log Out'. The 'My Reviews' page shows '2 reviews' and offers 'Document View' and 'Table View' options. Under the 'In Progress' heading, two review cards are visible:

- Review 1:**
 - Component: CMR
 - Collection/Discovery Metadata Quality Assurance Lifecycle
 - Moderator(s): Stephen Berrick, Scott Ritz, Tyler Stevens and 1 more.
 - 7 days left
 - 8 Items Left to Review
- Review 2:**
 - Jama Dev Documentation Tasks V1
 - Moderator(s): Shawna Will... (with a star icon)
 - 7 days left
 - 1 Comment

Note: Review May be Divided into Multiple “Items”

The screenshot shows the EOSDIS UMM Life Cycle review interface. The top navigation bar includes 'STREAM', 'PROJECTS', and 'REVIEWS'. The user is logged in as 'Ell Paul' with options for 'Help' and 'Log Out'. The current view is 'Folder: UMM Life Cycle - V1'. A blue banner at the top of the review area states 'This review is closed'. Below this, a table lists the items for review. The first item is '2.3 UMM Life Cycle' with a checkbox and a '7' icon. The second item is '2.3.1 I. Introduction' with a checkbox and a '7' icon. The third item is '2.3.2 II. Group Roles and Responsibilities' with a checkbox and a '4' icon. The interface also includes a 'Review' button, 'Feedback' link, 'Stats' link, and 'Tools' dropdown. Red arrows point from the text 'Feedback is Left for Individual Items' to the checkboxes for items 2.3.1 and 2.3.2.

Item	Item
2.3	UMM Life Cycle
2.3.1	I. Introduction
2.3.2	II. Group Roles and Responsibilities

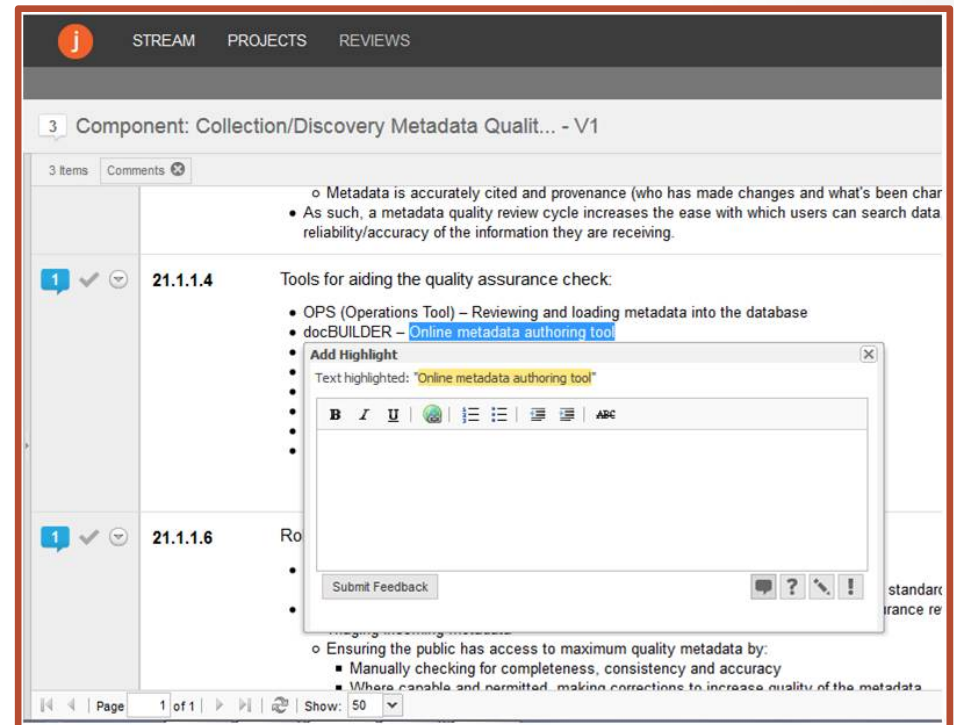
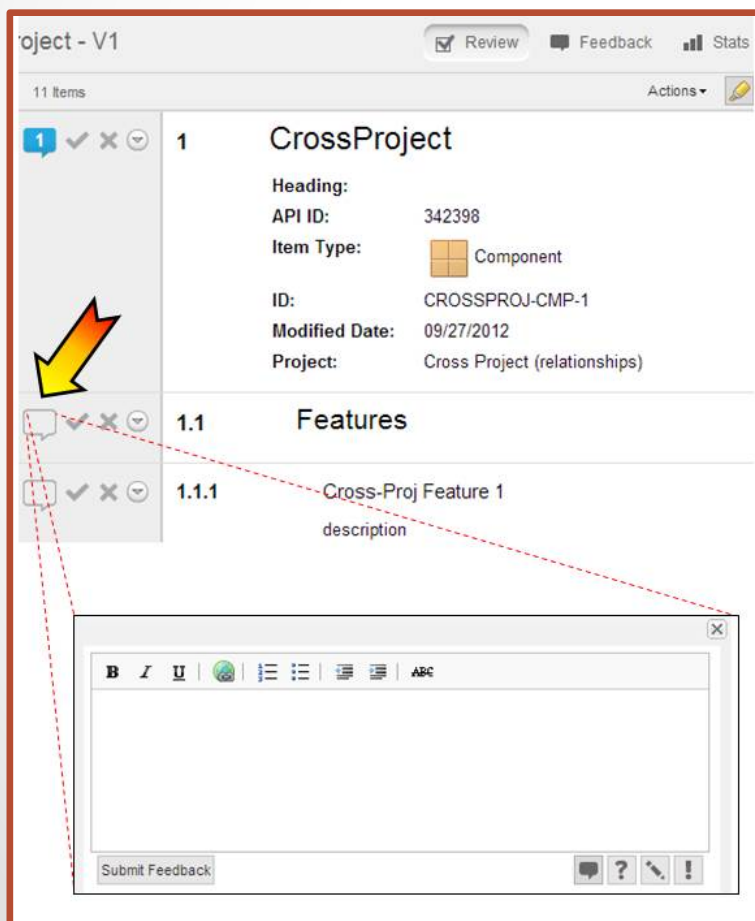
Feedback is Left for Individual Items

Step 4: Open the Comment Box

Click on the Balloon Icon by any Item to Open a Comment Box

or

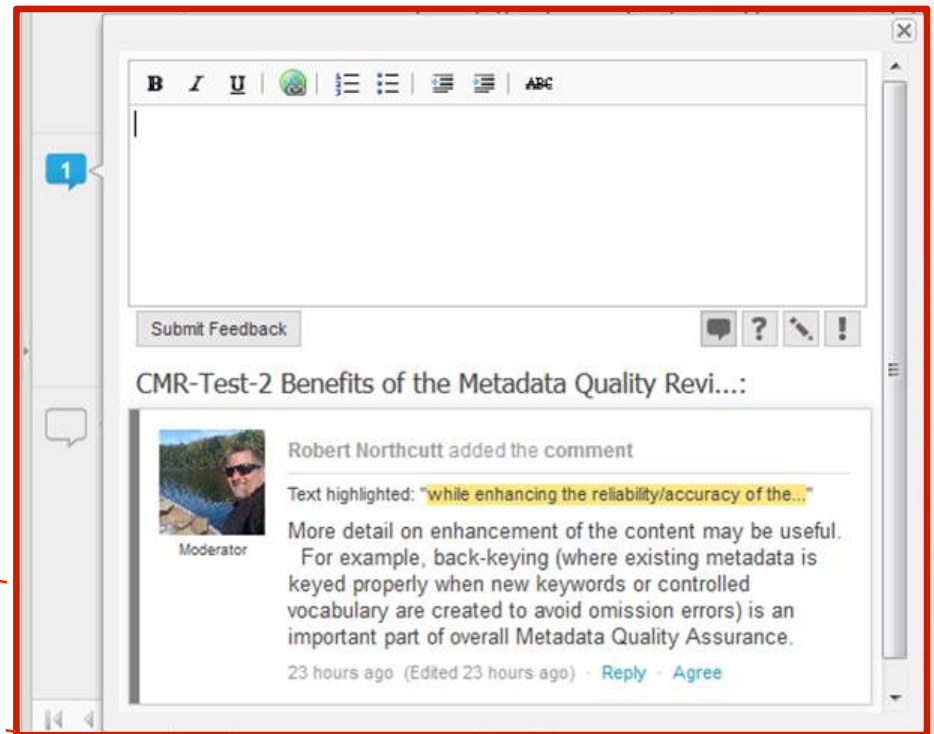
Highlight Select Text and a Comment Box will Open Automatically



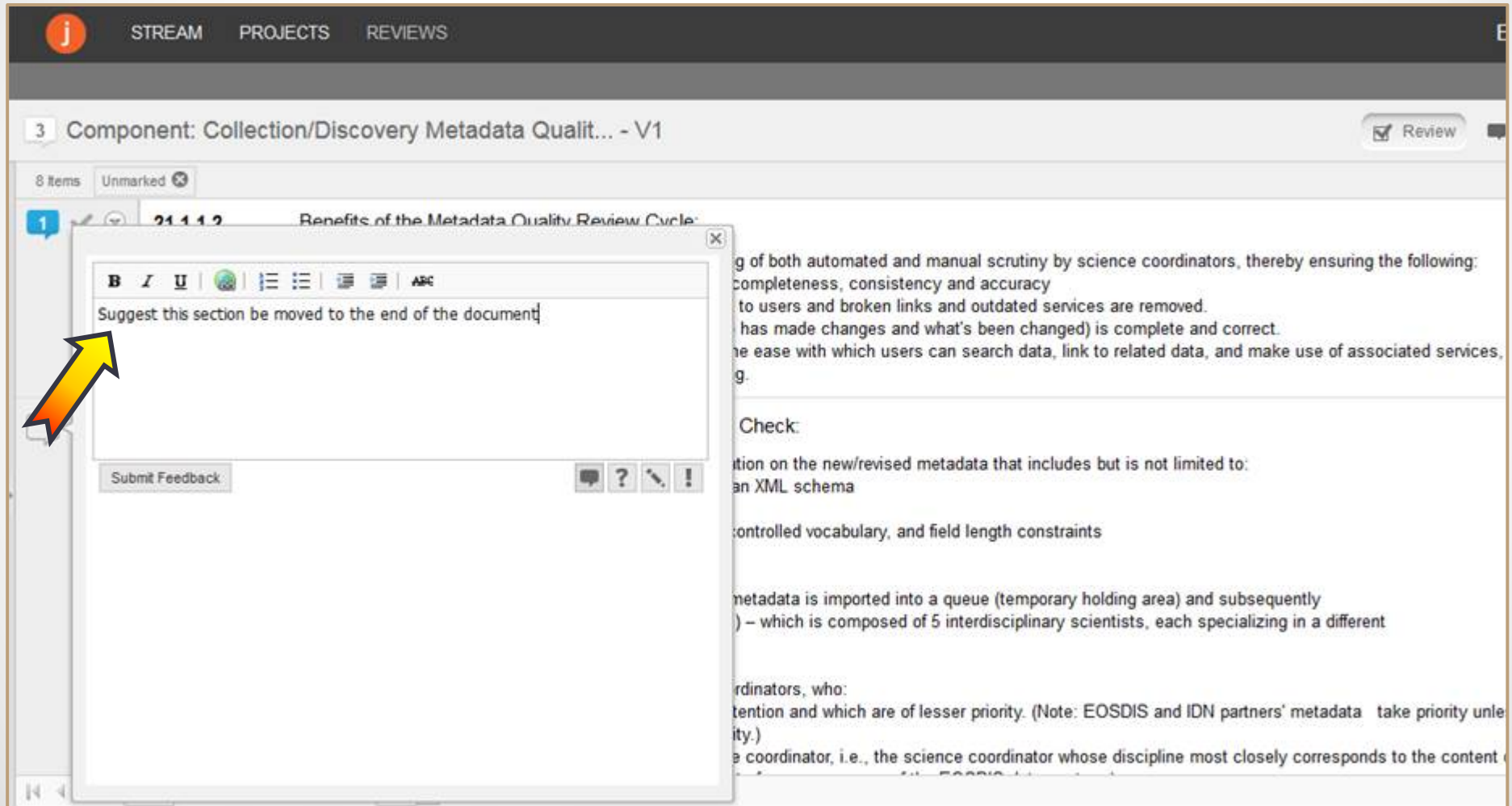
Note: Sometimes...

The Comment Box will
Open like This:

Click in the Comment Bar
and the Comment Box
will Expand



Step 5: Type in Your Comment



The screenshot shows a web application interface for reviewing metadata quality. The top navigation bar includes 'STREAM', 'PROJECTS', and 'REVIEWS'. The main content area displays a document titled 'Component: Collection/Discovery Metadata Qualit... - V1'. A comment box is open, showing a text input area with the text 'Suggest this section be moved to the end of the document'. A yellow arrow points to the comment box. The document text is partially visible on the right side of the screen.

3 Component: Collection/Discovery Metadata Qualit... - V1 ☒ Review

8 Items Unmarked

1 21.1.1.2 Benefits of the Metadata Quality Review Cycle

B *I* U

Suggest this section be moved to the end of the document

Submit Feedback

g of both automated and manual scrutiny by science coordinators, thereby ensuring the following:
completeness, consistency and accuracy
to users and broken links and outdated services are removed.
has made changes and what's been changed) is complete and correct.
the ease with which users can search data, link to related data, and make use of associated services,
g.

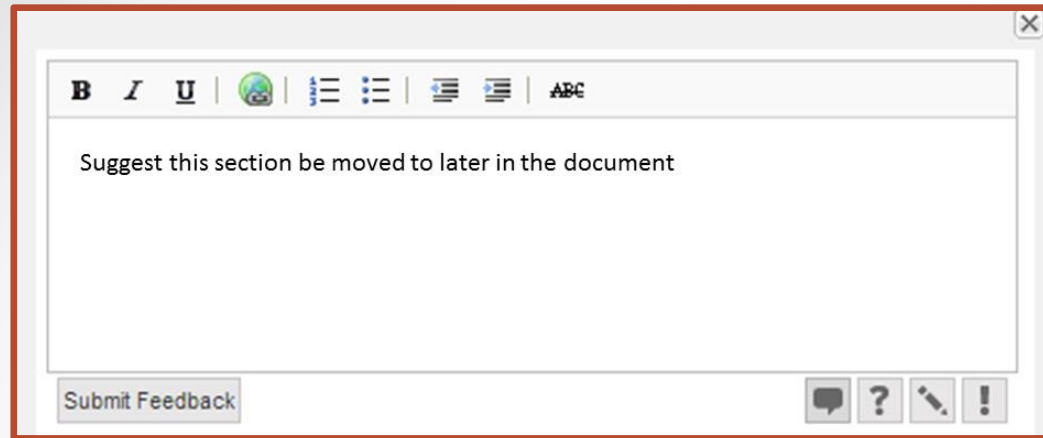
Check:

tion on the new/revised metadata that includes but is not limited to:
an XML schema

controlled vocabulary, and field length constraints

metadata is imported into a queue (temporary holding area) and subsequently
) – which is composed of 5 interdisciplinary scientists, each specializing in a different

ordinators, who:
tention and which are of lesser priority. (Note: EOSDIS and IDN partners' metadata take priority un-
ity.)
e coordinator, i.e., the science coordinator whose discipline most closely corresponds to the content



To indicate a:

General Comment: Click on the button with the comment balloon icon. This is the default option.

Question: Click on the button with the question mark icon.

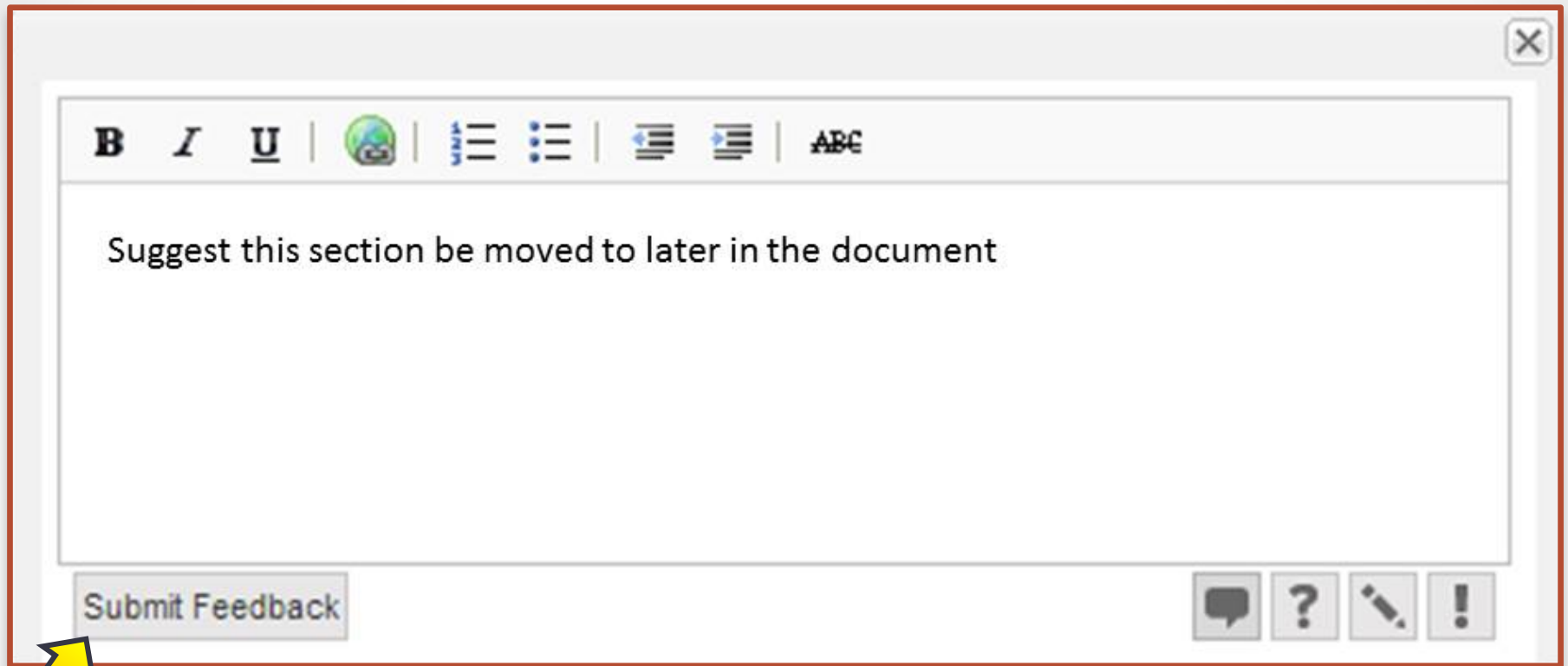
Proposed Change: Click on the button with the pencil icon.

Indicate an Issue: Click on the button with the exclamation icon.

Step 6:

Categorize the comment to help the moderator and participants understand the feedback.

Step 7: Save Feedback



A screenshot of a feedback form interface, enclosed in a red rectangular border. The form has a light gray header bar containing a series of icons: bold (B), italic (I), underline (U), a globe, a list icon, a bulleted list icon, a left-align icon, a right-align icon, and an ABC icon. Below the header is a large text area with the text "Suggest this section be moved to later in the document". At the bottom left of the form is a button labeled "Submit Feedback". At the bottom right are four small icons: a speech bubble, a question mark, a pencil, and an exclamation mark. A yellow arrow with a black outline points from the bottom left towards the "Submit Feedback" button.

Click on the Submit Feedback button to save the comment

Saving vs. Submitting

Saving Your Comments

- Process described above saves your comments so you can stop and recommence reviewing the document throughout the duration the review is open

Submitting Your Comments

- When you have completed reviewing the document and entering all your feedback, you must “submit” the review in order to alert the administrators that your review is complete
- See next page for demonstration of how this is done

Submitting a Completed Review

When you are Finished Reviewing the Document, click the “**I’m Finished**” button and the administrators will be notified that you have completed your review

The screenshot shows a web application interface for reviewing metadata quality. The title bar reads "3 Component: Collection/Discovery Metadata Qualit... - V1". The interface includes a progress bar at 25%, a "3 Items" count, and a "Comments" tab. The left sidebar contains a "Filters" section with the following items:

- 2 items I've reviewed
- 0 items I'm following
- 0 items with my comments
- 3 items with comments
- 6 items I haven't marked

Below the filters is a button labeled "I'm Finished", which is highlighted by a large yellow arrow. The main content area displays a list of items with their IDs and titles:

- 21.1.1.2 Benefits of the Metadata Quality Review Cycle:
 - Utilizes an integrated examination approach consisting of both automated and manual scrutiny by science coordinators, thereby ensuring the following:
 - Maximum quality of the metadata with respect to completeness, consistency and accuracy
 - Outdated/obsolete metadata is no longer available to users and broken links and outdated services are removed.
 - Metadata is accurately cited and provenance (who has made changes and what's been changed) is complete and correct.
 - As such, a metadata quality review cycle increases the ease with which users can search data, link to related data, and make use of associated services, while enhancing the reliability/accuracy of the information they are receiving.
- 21.1.1.4 Tools for aiding the quality assurance check:
 - OPS (Operations Tool) – Reviewing and loading metadata into the database
 - docBUILDER – Online metadata authoring tool
 - Bulk Uploader – Multi-record metadata uploading tool
 - XML Editor – Any software used to write xml attachments
 - Metadata Harvesting (OAI-PMH, WAF) – Multi-record metadata retrieval software
 - Metadata Translators – Translates between metadata formats
 - Quick Link Capability – Direct link to metadata record
 - Link Checker – Performs monthly check for broken URLs
- 21.1.1.6 Roles and Responsibilities:
 - Providers: EOSDIS and IDN

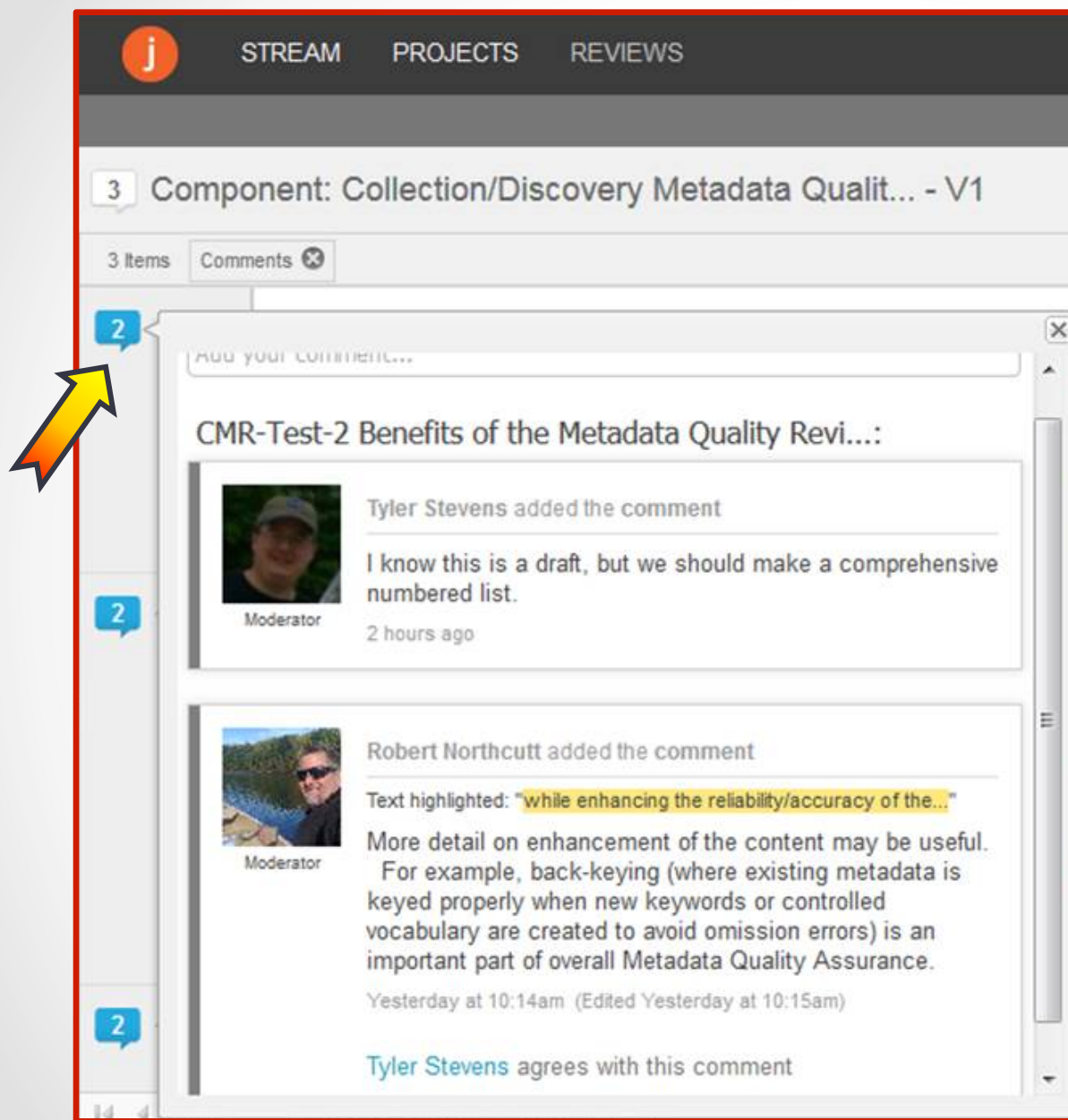
The bottom of the interface shows a status bar with "My Status: In Progress", a pagination control "Page 1 of 1", a "Show: 50" dropdown, and a "Displaying 1 - 3 of 3" indicator.

Section 3

Using Jama

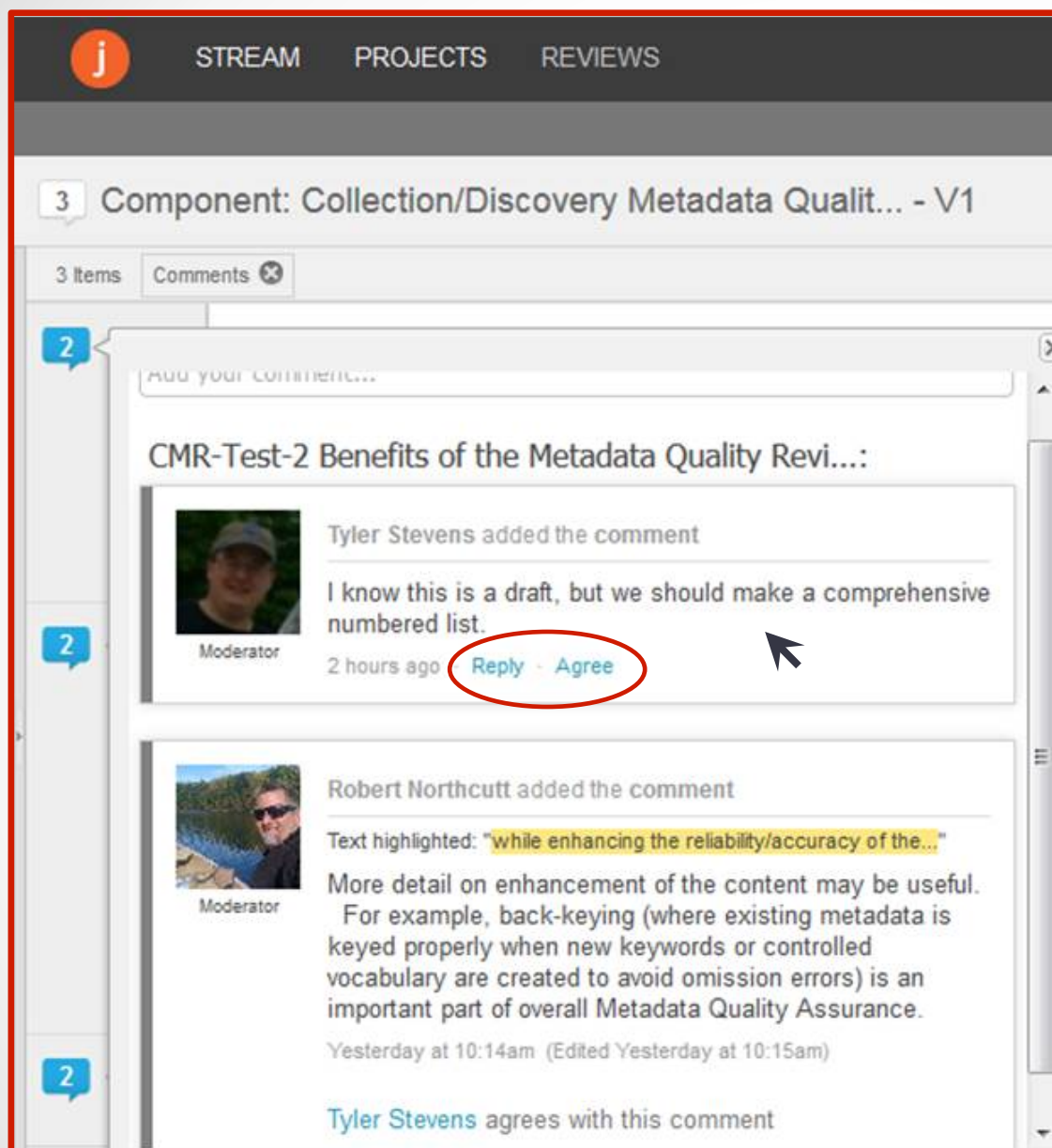
...

Agreeing with and/or Replying to other Reviewer Comments



Step 1: View Previous Comments

- Comments left by other reviewers can be viewed by clicking on the comment balloon for any section.
- The number of comments posted is displayed inside the balloon





Step 2:

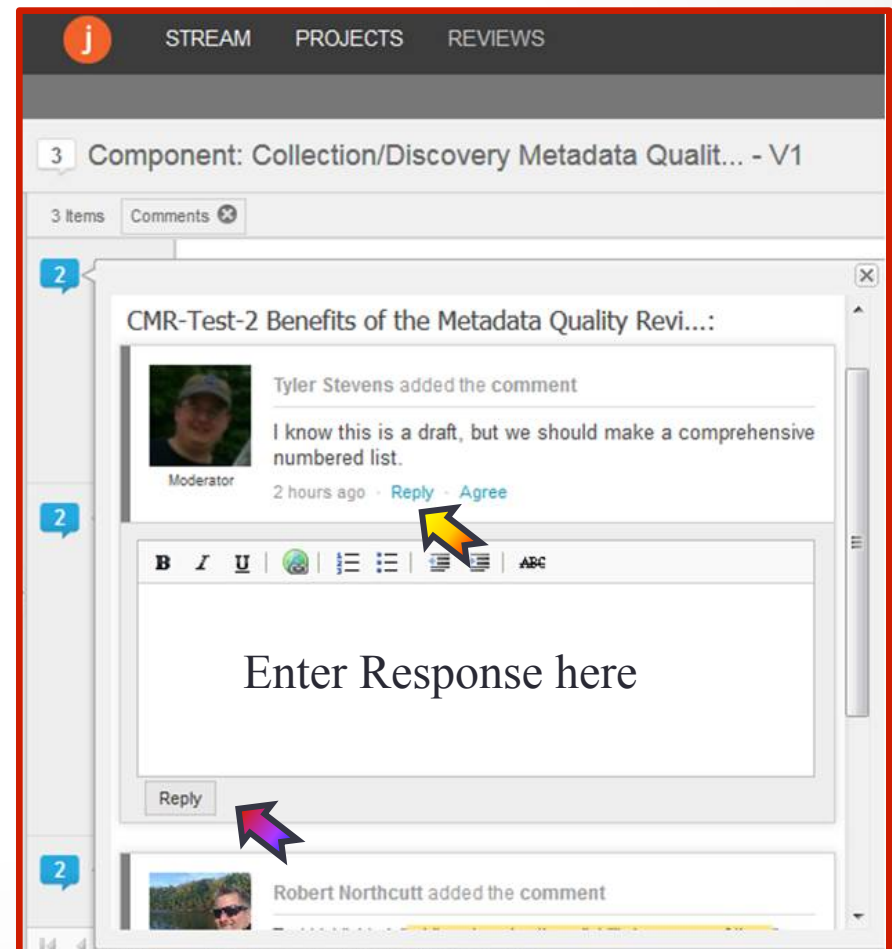
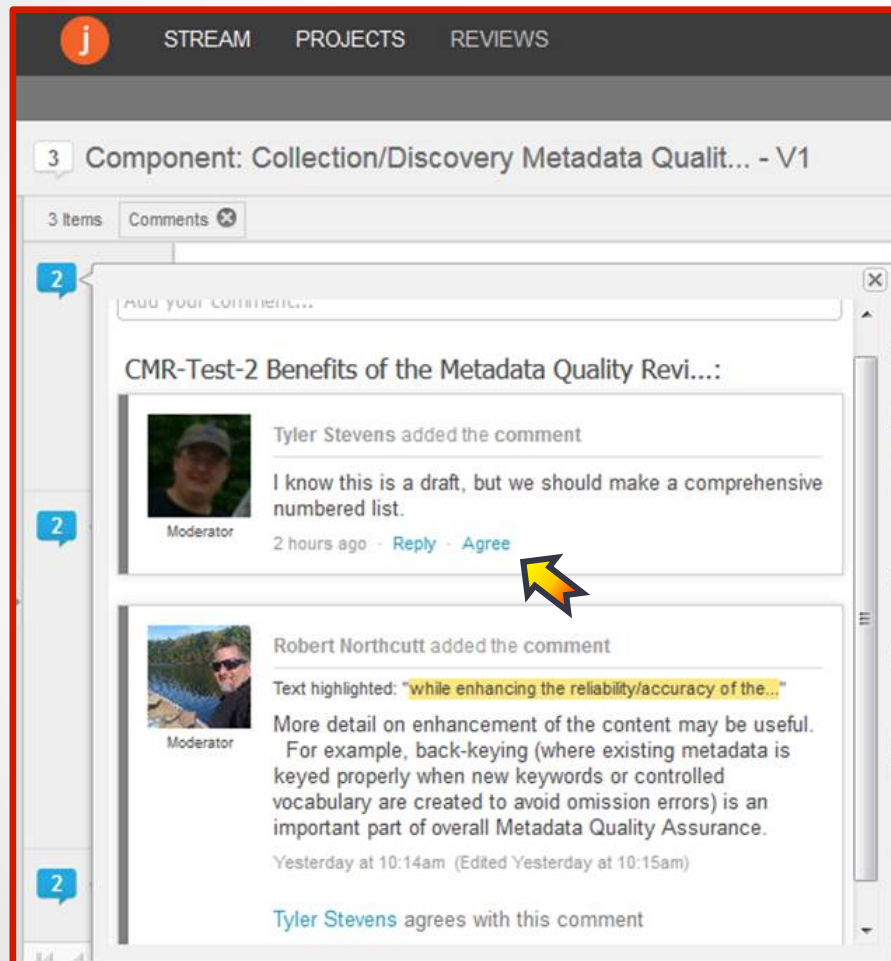
- Move the cursor over the comment you want to respond to and the “reply” and “agree” links will become visible

Step 3: Agree and/or Reply

To reply:

- I. Click the Reply Link 
- II. Enter your response in the space provided
- III. Click the Reply Button 

To Agree: Click Agree



Section 4

Using Jama

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Optional Tracking and Filtering Tools

Tool 1: Marking Completed Items

The screenshot shows the EOSDIS web interface. At the top, there are tabs for STREAM, PROJECTS, and REVIEWS. The user is logged in as E8 Paul. The main content area displays a review progress bar at 25% and a list of items to be reviewed. The items are listed in a table with columns for item ID, title, and status. The first item is 21.1, titled 'Collection/Discovery Metadata Quality Assurance Lifecycle'. The second item is 21.1.1, titled 'Collection/Discovery Metadata Quality Assurance Review Outline (Version 1)'. The third item is 21.1.1.1, titled 'Introduction:'. The fourth item is 21.1.1.2, titled 'Benefits of the Metadata Quality Review Cycle:'. A yellow arrow points to a checkmark icon next to item 21.1.1.1. A purple arrow points to the 'I'm Finished' button in the filters section. The filters section shows 2 items I've reviewed, 0 items I'm following, 0 items with my comments, 3 items with comments, and 6 items I haven't marked. The status bar at the bottom indicates 'My Status: In Progress' and 'Displaying 1 - 8 of 8'.

- Click on the check mark as you complete your review of each item
 - This allows you keep track of which items you've completed reviewing and how much of the document still requires review



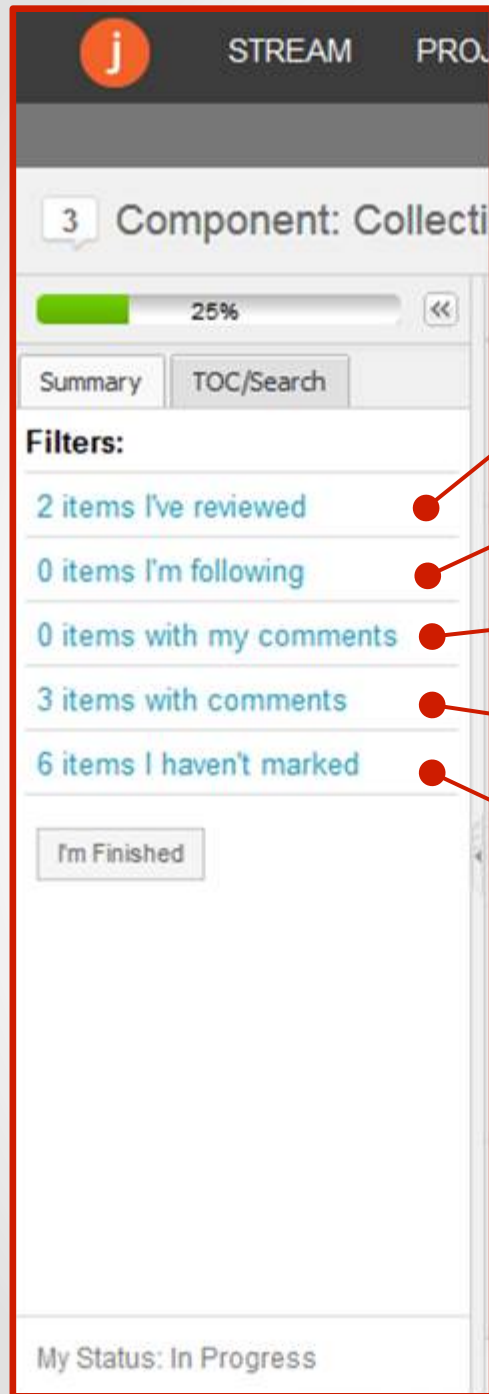
Tool 2: Filters Panel

The screenshot shows the EOSDIS web interface. The top navigation bar includes 'STREAM', 'PROJECTS', and 'REVIEWS'. The main content area is titled 'Component: Collection/Discovery Metadata Qualit... - V1'. On the left, the 'Filters' panel is visible, showing a list of filters: '2 items I've reviewed', '0 items I'm following', '0 items with my comments', '3 items with comments', and '6 items I haven't marked'. A yellow arrow points to the 'I'm Finished' button at the bottom of the Filters panel. The main content area displays a table with the following items:

ID	Title	Description
21.1	Collection/Discovery Metadata Quality Assurance Lifecycle	Metadata Quality Assurance Review Outline
21.1.1	Collection/Discovery Metadata Quality Assurance Review Outline (Version 1)	
21.1.1.1	Introduction:	<ol style="list-style-type: none">1. What is the metadata and where does it come from?2. What is it used for and who has access to it?3. Where is the metadata stored and what standards does the metadata have to meet to gain entry? <p>In order to ensure that all collection/discovery metadata in the CMR at any given time meets the standards described above – it is critical that regular, repeating quality assurance checks be performed. This document is designed to communicate/describe the processes by which a regularly occurring metadata quality assurance check is accomplished.</p>
21.1.1.2	Benefits of the Metadata Quality Review Cycle:	<ul style="list-style-type: none">• Utilizes an integrated examination approach consisting of both automated and manual scrutiny by science coordinators, thereby ensuring the following:<ul style="list-style-type: none">◦ Maximum quality of the metadata with respect to completeness, consistency and accuracy◦ Outdated/obsolete metadata is no longer available to users and broken links and outdated entries are removed.

- To Open and Close the Filters Panel, Click on the Arrow in the Middle of the Division

Filters Panel



Click on this link to see a list of sections you've completed reviewing

Click on this link to see a list of threads you are following

Click on this link to see a list of items you've commented on

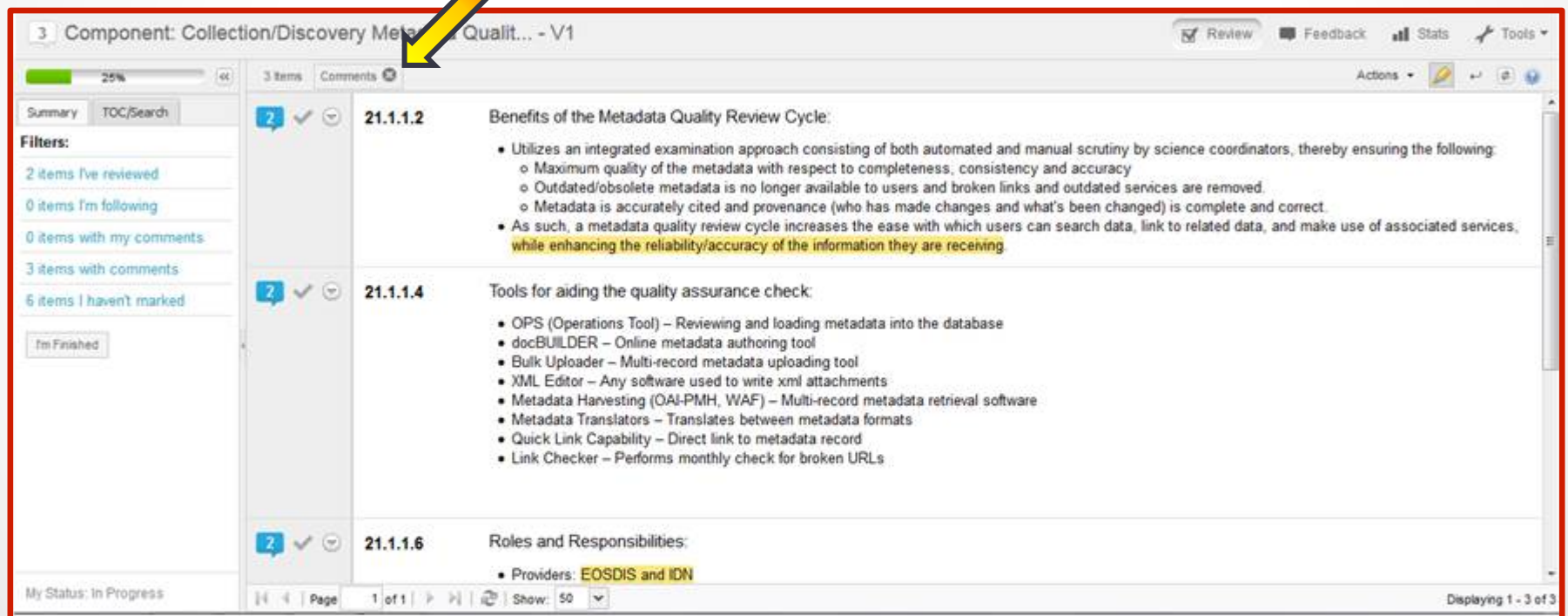
Click on this link to see complete list of comments from all reviewers

Click on this link to see a list of items that still need to be reviewed

Once filtered, you can click on any item and comment, agree, or reply as described in Sections 2 and 3

To Close the Filter and Return to the Full Document...

Click here



The screenshot shows a web application interface for metadata quality review. The main content area displays a list of items, each with a title, a status indicator (a blue square with a white '2'), a checkmark, and a dropdown arrow. The items are:

- 21.1.1.2** Benefits of the Metadata Quality Review Cycle:
 - Utilizes an integrated examination approach consisting of both automated and manual scrutiny by science coordinators, thereby ensuring the following:
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- 21.1.1.4** Tools for aiding the quality assurance check:
 - OPS (Operations Tool) – Reviewing and loading metadata into the database
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 - Link Checker – Performs monthly check for broken URLs
- 21.1.1.6** Roles and Responsibilities:
 - Providers: EOSDIS and IDN

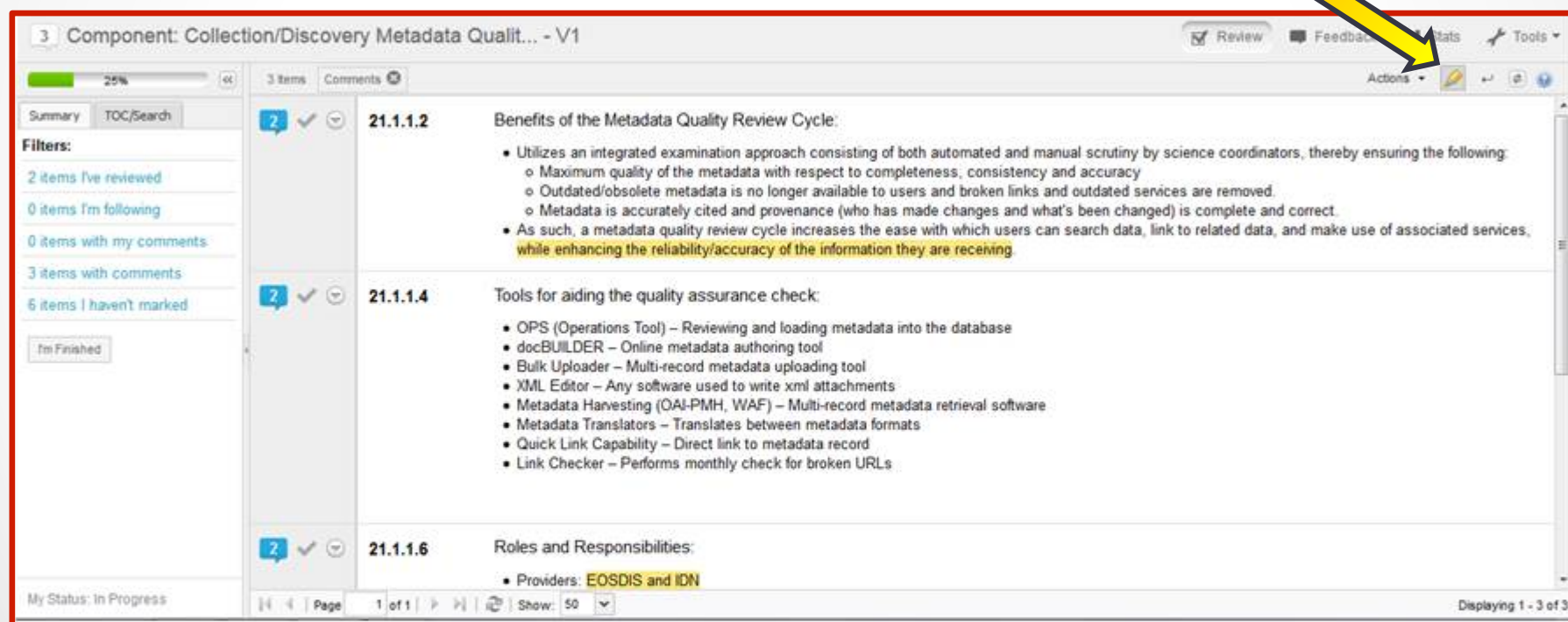
The left sidebar contains a 'Filters' section with the following items:

- 2 items I've reviewed
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- 0 items with my comments
- 3 items with comments
- 6 items I haven't marked

Below the filters is a button labeled 'I'm Finished'. The top of the interface shows a progress bar at 25%, a '3 items' indicator, and a 'Comments' button. The bottom of the interface shows a status bar with 'My Status: In Progress', a page indicator 'Page 1 of 1', a 'Show: 50' dropdown, and a 'Displaying 1 - 3 of 3' indicator.

Tool 3: Highlighter Toggle

Turn On or Off the Highlights left by any Reviewer by Clicking on the Highlighter Icon



The screenshot shows a web application interface for metadata quality review. The title bar reads "Component: Collection/Discovery Metadata Qualit... - V1". The interface includes a progress bar at 25%, a "3 Items" indicator, and a "Comments" tab. On the left, there are filters for "Summary" and "TOC/Search", and a list of items: "2 items I've reviewed", "0 items I'm following", "0 items with my comments", "3 items with comments", and "6 items I haven't marked". A "I'm Finished" button is also present. The main content area displays three items, each with a status icon (a blue square with a white '2'), a checkmark, and a dropdown arrow. The first item is "21.1.1.2 Benefits of the Metadata Quality Review Cycle:", followed by a bulleted list of benefits. The second item is "21.1.1.4 Tools for aiding the quality assurance check:", followed by a bulleted list of tools. The third item is "21.1.1.6 Roles and Responsibilities:", followed by a bulleted list of providers. The bottom of the interface shows "My Status: In Progress", a pagination bar with "Page 1 of 1", and a "Show: 50" dropdown. The bottom right corner indicates "Displaying 1 - 3 of 3". A red arrow points to the highlighter icon in the top right corner of the application window.

Component: Collection/Discovery Metadata Qualit... - V1

Review Feedback Stats Tools

25% 3 Items Comments

Summary TOC/Search

Filters:

- 2 items I've reviewed
- 0 items I'm following
- 0 items with my comments
- 3 items with comments
- 6 items I haven't marked

I'm Finished

My Status: In Progress

Page 1 of 1 Show: 50

Displaying 1 - 3 of 3

21.1.1.2 Benefits of the Metadata Quality Review Cycle:

- Utilizes an integrated examination approach consisting of both automated and manual scrutiny by science coordinators, thereby ensuring the following:
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21.1.1.6 Roles and Responsibilities:

- Providers: EOSDIS and IDN